

## Message Text

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73

ORIGIN COME-00

INFO OCT-01 EB-07 ISO-00 /008 R

66619

DRAFTED BY:COM/BIC/OIM/DKATZ

APPROVED BY:EB/OCA/CM/JSIMMONS

COM/BIC/OIM/RGARNITZ COM/BIC/OIM/JDOYLE

EB/OCA/CM/JSIMMONS ARA/ECP/DLACEY

EB/OCA/NLAKAS

----- 084595

P 122020Z SEP 75

FM SECSTATE WASHDC

TO AMCONSUL RIO DE JANEIRO PRIORITY

UNCLAS STATE 207046

FOLLOWING REPEAT STATE 207046 ACTON CARACAS LIMA QUITO  
BUENOS AIRES SANTIAGO 04 SEP 75

QUOTE

UNCLAS STATE 207046

FOLLOWING REPEAT STATE 207046 ACTION GUATEMALA LA PAZ  
MONTEVIDEO BOGOTA MEXICO SAO PAULO PANAMA  
SAN JOSE GUAYAQUIL KINGSTON SANTO DOMINGO INFO PORT  
OF SPAIN SAN SALVADOR PORT AU PRINCE 30 AUG

QUOTE

UNCLAS STATE 207046

E.O. 11652: N/A

TAGS: BEXP, GT, BL, UY, CO, MX, BR, PN, CS, EC, JM, DR, VE,  
PE,AR,CI,TD, ES, HA

SUBJECT: COMMERCIAL OFFICERS CONFERENCES, LATIN AMERICA:  
PANEL ON HOW TO BE A MORE EFFECTIVE E/C OFFICER

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REF: A. STATE 187328, B. STATE 198846

1. FOLLOWING PROVIDES FURTHER CLARIFICATION SUBJECT PANEL.  
THIS PANEL PRESENTLY SCHEDULED FOR 75 MINUTES IMMEDIATELY

PRIOR LUNCH SECOND DAY. FINAL PANELISTS AND POSTS TO VISIT  
AS FOLLOWS:

2. OFFICER: PANEL SUBJECTS: POSTS TO VISIT:

A. FOR SAN JUAN CONFERENCE

---RALPH GRIFFIN A SAN JOSE, PANAMA  
---GUATEMALA

---EDGAR ROJAS B GUAYAQUIL ONLY  
---LA PAZ

---STUART LIPPE C KINGSTON, SANTO DOMINGO  
---MONTEVIDEO

NOTE: REF MONTEVIDEO 2929: IN VIEW RELATIVE MARKET SIZE,  
REQUEST LIPPE VISIT KINGSTON RATHER THAN PORT AU PRINCE.

B. FOR MEXICO CITY CONFERENCE

---JAMES BELL A CARACAS, MEXICO CITY  
---BOGOTA

---ROBERT KOHN B LIMA, QUITO  
---MEXICO CITY

---DIRCK TELLER C BUENOS AIRES, SANTIAGO  
---SAO PAULO

3. PANEL SUBJECTS A - C REMAIN AS OUTLINED REFTEL A  
PARA 5. FOR PANEL A, PARTICULARLY INTERESTED IN COMMENTS  
RE PREPARATION OF REPORTS LISTED; FOR PANEL C, PARTICULARLY  
INTERESTED HANDLING OF MARKET ANALYSIS AND RESEARCH LISTED  
AND OF BUSINESS VISITORS INCLUDING DEVELOPING CONTACTS AND  
POST AGENCY INDEX FILE. AS IN  
ICATED REFTEL B, PARA 2,  
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WOULD HOPE BELL COULD ALSO SPEND LIMITED TIME ON RECENTLY  
COMPLETED VENEZUELA SECTORAL SURVEY AS IT RELATES TO PANEL  
C WHILE IN CARACAS.

4. PANELISTS WILL BE EXPECTED DEPART HOME POST NO MORE  
THAN ONE WEEK PRIOR TO ARRIVAL AT CONFERENCE, AND SHOULD  
PLAN SPEND AT LEAST TWO FULL WORKING DAYS AT EACH POST TO  
BE VISITED IN ORDER OUTLINED ABOVE. THEY SHOULD CABLE  
POSTS THEY WILL VISIT ADVISING ETA AND ETD. (FOR BOGOTA:  
AGREE WITH BEL'S REVISED SCHEDULE.)

5. FOR PANELISTS: WE EXPECT TRAVEL TO FACILITATE CRITICAL  
RESEARCH AND EVALUATION NOT POSSIBLE TELEPHONE OR OTHER  
TECHNIQUES. YOU SHOULD MAKE SURVEY OF YOUR SUBJECTS AT

DESIGNATED POSTS, AS WELL AS AT HOME POST, INCLUDING INTERVIEWS BOTH OFFICERS AND LOCAL STAFF. EXAMINATION FILES, POSSIBLY EVEN INTERVIEWS LOCAL BUSINESSMEN IF CONSIDERED HELPFUL. AS TIME VERY LIMITED, YOU WILL BE FORCED PLAN YOUR SCHEDULE CAREFULLY, SPENDING APPROXIMATELY TWO WORKING DAYS EACH RESEARCH POST. IN CONDUCTING YOUR RESEARCH, POSSIBLE AREAS FOR EXAMINATION INCLUDE:

- A. EFFECTIVE USE OFFICER TIME ON FUNCTION;
- B. DEGREE TO WHICH POST USED CCP/CAP TO MAKE RESOURCE ALLOCATION DECISION FOR HANDLING FUNCTION;
- C. ROLE LOCAL EMPLOYEES IN PERFORMANCE OF FUNCTION;
- D. USE CONTRACT SERVICES;
- E. ADEQUACY TOTAL RESOURCES DEVOTED TO FUNCTION;
- F. QUALITY LASHINGTON SUPPORT;
- G. QUALITY SUPPORT OTHER EMBASSY ELEMENTS;
- H. QUALITY OUTPUT.

ADDITIONAL FACTORS SHOULD BE SUGGESTED DURING COURSE YOUR RESEARCH.

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6. REPORT TO CONFERENCE SHOULD NOT MERELY BE REVIEW OF POST PRACTICES BUT SHOULD BE CRITICAL OVERALL EVALUATION OF POST PERFORMANCE INCLUDING THE FOLLOWING:

- A. PRESENTATION OF COMPOSITE PICTURE OF HOW ARA POSTS CARRY OUT FUNCTIONS;
- B. OFFICER'S OWN VIEWS BASED ON HIS RESEARCH OF HOW THESE FUNCTIONS SHOULD BE CARRIED OUT INCLUDING SUGGESTIONS OF NEW METHODS AND TECHNIQUES TO IMPROVE HANDLING OF FUNCTIONS

7. EACH PANELIST WILL INITIALLY BE GIVEN FIFTEEN MINUTES FOR HIS PRESENTATION; DISCUSSION WILL FOLLOW.

8. APPRECIATE COOPERATION ALL ADDRESSEES IN FACILITATING WHAT HAS PROVEN MAJOR IMPROVEMENT IN CONFERENCE EFFECTIVENESS. INGERSOLL UNQUOTE KISSINGER UNQUOTE KISSINGER

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**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
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**Copy:** SINGLE  
**Draft Date:** 12 SEP 1975  
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**Disposition Comment:**  
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**Secure:** OPEN  
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**To:** RIO DE JANEIRO  
**Type:** TE  
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